Military Standard Requisitioning Procedures

Defense Logistics Management Standards Office (DLMSO)
http://www.dla.mil/j-6/dlmso/

Demand

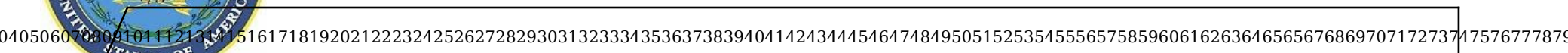
- The term “Demand” is used in inventory management to describe a request for a item which will be procured or issued from stock. Demand is tracked to determine demand frequency and this term reflects the number of requests that an item experiences within a given time frame, regardless of the quantities requested or issued. More or less numbers of items may be kept in stock based on high or low demand frequency.

- Demand may be satisfied in multiple ways:
  - Procurement: Material is purchased from a vendor and introduced into the supply system.
  - GCPC Purchase: Government purchase card purchase is a procurement action where the material never enters the Supply system, instead it goes directly to the customer.
  - Redistribution: Material may be relocated within or across stock system.
  - **Requisition**: Material can be obtained by requisitioning from the stock system/supply source. Redistribution and Requisition are not procurement actions because material is already in stock system.

Overview of Requisitioning Procedures

- DoD 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP) is used by all Military Services, Defense Agencies, and participating Federal Agencies to obtain supply support from within the DoD and participating Federal Agencies
  - MILSTRIP also refers to a set of data that makes up a supply requisition: uniform formats and data contents
  - MILSTRIP requisitioning is based upon the use of a coded, single line item document for each supply transaction.
  - Legacy systems employ the MILSTRIP 80 record position transactions identified to by a document identifier: the “AO_” is a requisition.
- DoD 4000.25-M, Defense Logistics Management System (DLMS)
  - Modernization systems (ERPs) have been directed by OSD to employ the DLMS variable length transactions based upon commercial standards (ASC X12 or XML): the “511R” is a requisition.
  - Same MILSTRIP set of data, plus capability to support enhancements
    - Flexible addressing, longer data fields, full line of accounting as discrete data
    - Item unique identification (IUID), radio frequency identification (RFID)

The MILSTRIP Fixed Format Requisition



RPs	Field Legend	RPs	Field Legend
01-03	Document Identifier	52-53	Fund Code
04-06	Routing Identifier	54-56	Distribution Code
07	Media and Status	57-59	Project Code
08-22	Stock Number	60-61	Priority Designator
23-24	Unit of Issue	62-64	Reqd Delivery Date
25-29	Quantity	65-66	Advice Code
30-43	Document No	67-69	Blank
44	Demand Code	70-80	Blank (Intra-Service use)
45-50	Supplementary Address		
51	Signal Code		

A01 SMS 3 5960-00-806-0292 EA 00002 W81WRD-5182-0005 R YN0E01 C 21 9N 9GY 06 300 2B *

1-3 4-6 7 * 8-22 23-24 25-29 30-43 44 45-50 51 52-53 54-56 57-59 60-61 62-64 65-66

* Demonstration data content – not an actual requisition

Requisition Document Number as Foundation for DUID

A01 SMS 3 5960-00-806-0292 EA 00002 W81WRD-6182-0005 R YN0E01 C 21 9N 9GY 06 300 2B

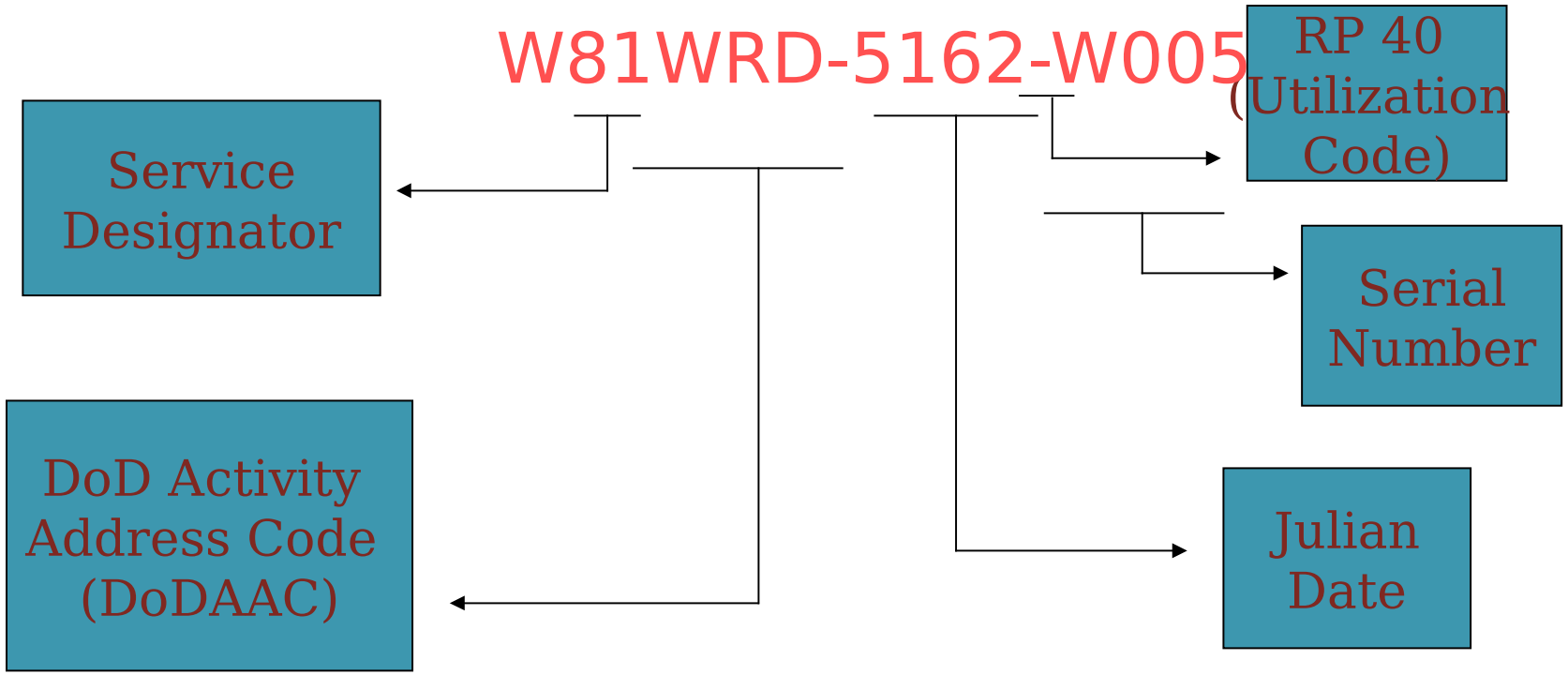
Doc Id/Routing/M&S/Stock No/UI/Qty/DocNo/Demand/SupAdd/Signal/Fund/Dist/Proj/Priority/RDD/Advice

- Document Number equates to a demand
- Identifies specific requisition and perpetuated to all follow-on transactions
  - Modification, Follow-up, Cancellation, Supply Support Request
  - Supply Status, Shipment Status, Material Release Order, Material Release Confirmation
  - Transportation document, package labeling
  - Receipt Acknowledgement, Receipt, Discrepancy Report
  - Logistics Bill, Billing Adjustment
- When executed within Component supply system the Document Number
  - Construct ensures uniqueness
  - Commitment occurs prior to release
  - No guarantee with web-based requisitioning or off-line processing

Requisition Document Number

A01 SMS 3 5960-00-806-0292 EA 00002 W81WRD-6182-W005 R YN0E01 C 21 9N 9GY 06 300 2B

Doc Id/Routing/M&S/Stock No/UI/Qty/DocNo/Demand/SupAdd/Signal/Fund/Dist/Proj/Priority/RDD/Advice



W81WRD-5162-U005 = Constructed Document Number

Signal Code

A01 SMS 3 5960-00-806-0292 EA 00002 W81WRD-6182-0005 R YN0E01 C 21 9N 9GY 06 2B

Doc Id/Routing/M&S/Stock No/UI/Qty/DocNo/Demand/SupAdd/Signal/Fund/Dist/Proj/Priority/RDD/Advice

- Designates which data fields contain the intended consignee (ship-to) and the activity to receive and effect payment of bills, when applicable.

- When material is to be shipped to activity identified in document number (rp 30-35), Signal Code will be:
  - Code A – Bill to activity in 30-35
  - Code B – Bill to activity in 45-50
  - Code C – Bill to activity in 52-53
  - Code D – No billing required - free issue
  - Code W – Intra-Service use only

- When material is to be shipped to the activity identified in the Supplemental Address (rp 45-50), Signal Code will be:
  - Code J – Bill to activity in rp 30-35
  - Code K – Bill to activity in 45-50
  - Code L – Bill to activity in rp 52-53
  - Code M – No billing required – free issue
  - Code X – Intra-Service use only

Fund Code

A01 SMS 3 5960-00-806-0292 EA 00002 W81WRD-6182-0005 YN0E01 C 21 9N 9GY 06 3
Doc Id/Routing/M&S/Stock No/UI/Qty/DocNo/SupAdd/Signal/Fund/Dist/Proj/Priority/RDD/Advice

- Fund Code as Billing Activity
  - Signal Code C or L point to Fund Code for identification of the the bill-to activity
  - Under MILSBILLS, a Fund Code may equate to the DoDAAC of bill-to activity
  - Conversion from Fund Code to DoDAAC is dependant upon the requisitioning Service

Fund Code to Billed Office DoDAAC Conversion Table *(as of 1 Sep 2004)*
See DoD 4000.25-7-M, Appendix 1.2 **Page *1 of 47***

Fund Code	Billing Address	DoDAAC	Eff Date/Action
REQUISITIONING SERVICE CODE = A,C, OR W (ARMY)			
21	DFAS OPLOC ST LOUIS AMCOM DAO AVIATION TROOP CMD PO BOX 200009 BLDG 110 ST LOUIS MO 63120-0009	23204 W58RG0	1989121 ADD
23	DFAS OPLOC ST LOUIS AMCOM DAO AVIATION TROOP CMD PO BOX 200009 BLDG 110 ST LOUIS MO 63120-0009	23204 W58RG0	1989121 ADD
29	DFAS OPLOC ST LOUIS AMCOM	23204 W58RG0	1989121 ADD

Fund Code

A01 SMS 3 5960-00-806-0292 EA 00002 W81WRD-6182-0005 R YN0E01 C 21 9N 9GY 06 2B
Doc Id/Routing/M&S/Stock No/UI/Qty/DocNo/Demand/SupAdd/Signal/Fund/Dist/Proj/Priority/RDD/Advice

- DoD 4000.25-7-M, Military Standard Billing System (MILSBILLS) prescribes use of Fund Code in the interfund billing system.
  - Fund Code equates to appropriation
  - Specific Fund Codes require billing under non-interfund procedures
  - Conversion for any given fund code is dependent upon the Service Code of the billed office.

Fund Code to Fund Account Conversion Table *(as of 1 Sep 2004)*
See DoD 4000.25-7-M, Appendix 1.1

Fund Code	Fund Account	Eff Date/Action
APPENDIX A1		
BILLED SERVICE CODE = A OR W (ARMY)		
2. SIGNAL CODE IS C OR L:		
21	21#2020	1989121 ADD
23	21#2040	1992184 ADD
29	97X4930AC60	1992184 ADD
2B	21#2031	1989121 ADD
2C	97X4930AC90	1991274 CHG
2P	BILL VIA NONINTERFUND	1989121 ADD
2U	21#2035	1989121 ADD
2Y	97X8242	1989121 ADD

DoD Activity Address Code (DoDAAC) as Foundation for Business Partner Network Number (BPNN)

- A DoDAAC is distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations.
  - DoDAACs are maintained by the Military Services and DoD and Federal Agencies in the DoD Activity Address Directory (DoDAAD).
  - The DoDAAD is directory of activity codes and corresponding organization addresses to which materiel, documentation, status, or billing is directed under the Military standard system processes.

- A BPNN is a discrete unambiguous identification of government buying and selling activities and their organizational affiliation.
  - Federal Agencies use their Dunn & Bradstreet (D&B) Data Universal Numbering System (D-U-N-S) number.
  - DoD use the DoD TPN, a 9 character (alpha/numeric) code. For now, it has a constant "DOD" as the first three characters followed by the activities pre-existing DoDAAC.
    - Example: For bill-to activity R52192, TPNN is DODR52192

Security Assistance (SA) Requisition Document Number and Supplemental Address

- DoDAACs are not applicable to SA. Clear text addresses associated with SA requisitions are listed in the Military Assistance Program Address Directory (MAPAD) by codes known as Military Assistance Program Address Codes (MAPACs).

- MAPACs are constructed from selected elements found in requisition data fields:
  - Specific guidance for structure of Document Number field (rp 30-43)
    - Service Code (30): U.S. implementing Component.
    - Country (31-32): The recipient country/organization for the SA materiel.
    - Mark-For (33)
    - Foreign Military Sales Delivery Term (34)
    - SA Program Type of Assistance/Financing (35)
  - Specific guidance for structure of Supplemental Address field (rp 45-50)
    - In-Country Service (45)
    - FMS:
      - FMS Offer/Release Options (46)
      - Freight Forward (47)
      - FMS case number (48-50)
    - MAP Grant Aid
      - Last digit SAP year (46)
      - Program Line Item (47-50)

Project Code as Foundation for Contingency Code

A01 SMS 3 5960-00-806-0292 EA 00002 W81WRD-6182-0005 YN0E01 C 21 9N 9GY 06 3
Doc Id/Routing/M&S/Stock No/UI/Qty/DocNo/SupAdd/Signal/Fund/Dist/Proj/Priority/RDD/Advice

- Project Codes are used to distinguish requisitions as to special programs, military exercises, projects, operations, etc.
  - Perpetuated to follow-on actions and shipments
  - Used for accumulation of performance and cost data
  - Categorized into 4 groups
    - Category A: Meaning is internal to assigning Service/Agency
    - Category B: Recognized by participating Services/Agencies by agreement, associated with exception processing
    - Category C: Common purpose use by all or specified Services/Agencies and widely disseminated
    - Category D: OSD/CJCS project codes. Ranked above all other requisitions with same priority for processing.

9/numeric/numeric – Reserved for assignment by OSD

9/numeric/alpha – Allocation at CJCS level for scarce resources

9/alpha/numeric – Allocation at CJCS level for contingencies, war reserves

9/alpha/alph – CJCS projects, operation, program or activity. Heightened logistics visibility and support

Project Code 9GY: Effective 90 days beginning 31 Aug 05
Used to provide increased requisition priority and distinguish logistics activity for supplies and equipment related to Hurricane Katrina relief operations

Priority

A01 SMS 3 5960-00-806-0292 EA 00002 W81WRD-6182-0005 YN0E01 C 21 9N 9GY 06 3
Doc Id/Routing/M&S/Stock No/UI/Qty/DocNo/SupAdd/Signal/Fund/Dist/Proj/Priority/RDD/Advice

- A two digit code (01-15) expresses the relationship between the requisitioner's assigned Force/Activity Designator (F/AD) and the appropriate Urgency of Need Designator (UND) and determines the time frame within which the requisition will be processed.

- Priority 01 is the highest possible level of priority and priority 15 is the lowest. When a customer needs an item shipped to them fast, priority 01-03, 07-08 should be used. When they can afford to wait, a lower priority should be used (priority 11-15).

	Urgency of Need Designator (UND)		
Force Activity Designator (FAD)	A	B	C
I	1	4	11
II	2	5	12
III	3	6	13
IV	7	9	14
V	8	10	15

Requisition Cycle for Distribution Depot Shipment

Retail Base

1. Requisition

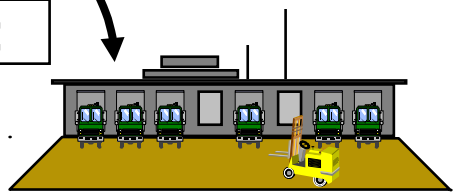
ICP

2a. Supply Status

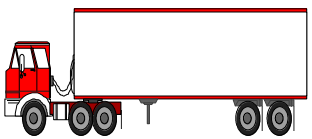
2b. MRO

3a. MRC

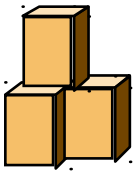
3b. Shipment Status



Distribution Depot



Material Shipment



Requisition Cycle for Direct Vendor Delivery

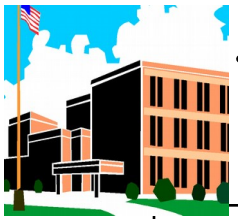
1. Requisition

Retail Base

2a. Supply Status

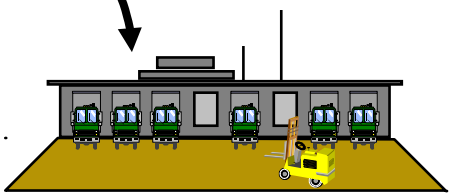
2c. Direct Vendor Delivery Notice

ICP



2b. Order

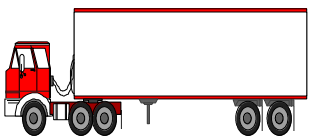
3a. Shipment Performance Notice/ASN via WAWF-RA



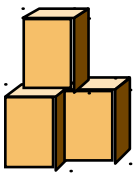
Vendor

3b. Advance Shipment Notice (ASN) via WAWF-RA

3c. Shipment Status



Material Shipment



Supply Source Status

- Supply Status
  - Transaction modified
  - Requisition rejected – reason provided
  - Estimated shipping date and unit price
  - Partial issue – quantity when divided into separate supply actions
  - Material back-ordered
  - Direct vendor delivery
  - Substitution or UI change
- Notice of Direct Vendor Delivery – cross reference between document number and PIIN
- Shipment Status
  - Distribution Depot uses to provide shipping status with actual shipping date
  - Phased implementation of RFID and IUID under DLMS
  - Supply Source uses to provide shipping status for direct vendor delivery

Supply Source Partial Actions

A41 NDZ 3 5960-00-806-0292 EA 00002 W81WRD-6182-0005 A YN0E01 C 21 9N 9GY 06 300 2
R SMS
Doc Id/Routing/M&S/Stock No/UI/Qty/DocNo/Sfx/SupAdd/Signal/Fund/Dist/Proj/Priority/RDD/Advice/Dt
Demand/RI-Fr

- Suffixes are used to relate and identify partial actions taken on the original requisition without duplicating or causing loss of identity of the original document number
  - Suffixes are used when a partial quantity is: referred, passed, released, rejected, backordered, procured for direct vendor delivery, etc.
  - Provisions for blocks assignment of suffixes in decentralized system to preclude duplication of suffixes within the same document number
  - Specific suffixes permitted within centralized distribution system
    - Central Processing Source: A though Z and 2 through 9, exclusive of I, N, O, P,R, S, Y, Z
    - Example: Customer requisitions 100 widgets. Depot A has 75 widgets available for shipment and Depot B had 50 widgets available. Supply Source directs shipment to customer of 75 widgets from Depot A and another 25 from Depot B using suffixing of the Material Release Order to identify partial action.
  - Suffix Code retained in all associated transactions: Material Release Order and Material Release Confirmation; Supply and Shipment Status; subsequent Logistics Bill.
- Note: Partial action may also occur within the Distribution Depot or the transportation pipeline. These partial actions are identified by an indicator within the Transportation Control Number

Beyond Requisitioning

- Financial actions are triggered by many logistics processes
  - Material Returns
  - Transfers to Disposal
  - Validated Discrepancy
  - Issue
  - Receipt
  - Inventory Adjustment
    - Gain/Loss
    - Identity Change/Condition Change